

## How to Apply for Extensive Laboratory Classification

To apply to have a laboratory classified as “extensive”, gather the following documents and submit to your division dean. Your division representative can assist with this process.

### A. Application

An application is submitted on behalf of a department. A person authorized to represent the department, usually the chair, signs the form.

### B. Course Outline of Record

Highlight or indicate those portions that apply specifically to the laboratory if this may not be evident to people outside of your discipline. For those portions that apply to both lecture and laboratory components of a course, provide a brief breakdown of the laboratory elements in the margin.

### C. Course Syllabi

Highlight those portions that apply specifically to the laboratory.

### D. Workbooks or photocopies of relevant pages from workbooks (if applicable)

### E. Worksheets (if applicable)

### F. Brief Factual Statement(s)

The purpose of the brief statement(s) is to provide factual information to the Extensive Laboratory Committee (ELC) that may not be apparent from the provided documents. Its purpose is not to explain why the lab should be granted parity or to provide a rationale.

Please keep the statement(s) brief. A maximum of 250 words (half of a single-spaced page) will be more than sufficient.

The statement may address any or all of the following:

- a. Describe equipment-related set-up and breakdown responsibilities
- b. Describe the instructor’s activities during lab sessions
- c. Describe safety hazards that require the presence of the instructor in the laboratory

### G. Charts or Lists

In addition to – or in place of – the brief factual statement; provide charts, graphs, or lists if these will provide clear information to the ELC about the laboratory. A list or chart of equipment-related set-up and breakdown responsibilities may be clearer and easier to develop than a statement.

You will be contacted by Academic Affairs or the Extensive Laboratory Committee to schedule a meeting with a department representative and the division dean to meet with a Program Review subcommittee.

The purpose of that meeting is to determine whether or not the lab meets the criteria of an “extensive lab”. That outcome will be based on the provided documents and on the discussion that takes place during the meeting. Under most circumstances, the subcommittee will render a decision within a week.

If extensive status is authorized, Academic Affairs in consultation with the department and dean shall indicate the date on which extensive status begins. If extensive status is denied, the committee shall provide a rationale and may provide recommendations for resubmittal of the application.

## Cerritos Community College

### Application for Extensive Laboratory Classification

#### FACULTY CHECKLIST

This table links supporting documentation with the various criteria used to establish a lab as “extensive”

<b>PRE-LABORATORY ACTIVITY</b>	<b>SUGGESTED SUPPORTING MATERIALS</b>
<ol style="list-style-type: none"><li>1. Curriculum development for each lab.</li><li>2. Published schedule of individual laboratory activities.</li><li>3. Published laboratory activity objectives.</li><li>4. Published methods of evaluation.</li><li>5. The laboratory requires extensive student preparation from text and lecture materials prior to – and after – each laboratory session.</li><li>6. Supervision of equipment maintenance, laboratory setup, acquisition of lab materials and supplies, fieldtrip logistics, or preparation to ensure a safe environment conducive to learning.</li></ol>	<p>COR, SLOs</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi</p> <p>COR, Syllabi, Texts, Handouts, Worksheets</p> <p>Chart and/or Brief Statement</p>
<b>DURING LABORATORY ACTIVITY</b>	
<ol style="list-style-type: none"><li>1. Instructor is actively engaged in lab when students are performing lab activities.</li><li>2. Instructor is responsible for active facilitation of laboratory learning.</li><li>3. Instructor is responsible for active delivery of curriculum.</li><li>4. Instructor is required for safety and mentoring of lab activities.</li><li>5. Instructor is responsible for significant evaluation of student work.</li></ol>	<p>COR, Syllabi</p> <p>COR, Syllabi, Workbooks</p> <p>COR, Syllabi, Workbooks</p> <p>Brief description and/or Charts or Lists</p> <p>COR, Syllabi, Workbooks, Grade Sheets, Final Grade Formula</p>
<b>POST-LABORATORY ACTIVITY</b>	
<ol style="list-style-type: none"><li>1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that covers the majority of lab exercises performed during the course.</li></ol>	<p>COR, Syllabi, Workbooks, Grade sheets, Final grade formula</p>